

Global Employment Advisor I

The Department of State (DoS) is seeking a part-time (20-30 hours per week) contractor to work in the Family Liaison Office as a Global Employment Advisor (GEA) to the Strategic Networking Assistance Program, a spousal employment initiative. The incumbent will be responsible for building on currently developed contacts, developing partnerships and maintaining ongoing communications with multi-national corporations in the U.S. that have international operations. The GEA will actively work with professional DoS spouses, interested in internationally advertised positions, to provide guidance and support to them in their job searches. In addition, the GEA will design and deliver employment workshops or seminars, present briefings for new hires, and develop hard copy and online materials and resources.

Qualifications: US Citizen with a Bachelor's degree and a minimum of 5 years experience living or working overseas. The GEA must possess established contacts with multi-national corporations of all sizes and in a variety of fields and have proven ability to interact effectively with others in one-on-one and group settings. Effective oral and written communications, as well as the ability to advise individuals engaged in career development activities, are critical. To apply, please submit a resume and any other supporting information to Melissa Cordes at PRO-telligent. Tel: 703-414-5528 or cordesme@pro-telligent.com

GLOBAL EMPLOYMENT ADVISOR I POSITION DESCRIPTION

Background:

The Department of State continues to demonstrate a strong commitment to spousal employment of Foreign Service employees in order to positively impact retention and morale of those individuals living and working overseas. One example of this commitment is the Family Liaison Office's (FLO) pilot program, the Strategic Networking Assistance Program (SNAP), initiated in 2001 and now serving spouses in 31 countries. SNAP provides local employment advising and a ready-made network, through the efforts of Local and Regional Employment Advisors (LEAs & REAs). Last year SNAP added two Washington-based Global Networking Employment Advisors (GEAs) to provide employment support at a global level in order to serve the greatest number of Foreign Service spouses worldwide. With some reorganization of the GEAs' roles, SNAP plans to refine and develop many more relationships with both multinational companies in the U.S. and NGOs and other international development organizations at the headquarters level.

Scope:

The Global Employment Advisor will build on the currently developed contacts and maintain ongoing communications with multi-national companies in the U.S. that have operations in countries where the Department of State has negotiated bilateral work agreements or where de facto agreements exist. At the same time, the GEA will actively work with professional spouses, interested in internationally advertised positions, to provide guidance and support to them in their job searches.

Duties:

The major duties of the GEA are to network with businesses and relevant organizations, develop a network database of global employers, provide timely feedback to client inquiries, design and deliver employment workshops or seminars, present briefings for new hires, and develop hard copy and online materials and resources. The primary task is to develop partnerships with multinational companies who will provide SNAP with global job ads and an interest in hiring Foreign Service spouses who possess desirable skill sets. Other duties will include career advising in the areas of CV-writing, cover letters, interview skills and cultural differences for both USG and local economy employment. The GEA will work through email and telephone communications with the HR office, the CLO and/or LEA at overseas posts, to provide employment related services to family members interested in global employment opportunities and local employment at future posts. Additional duties include maintaining a database of spouse skill-sets, publicizing the global program with

both spouses and multinational companies through publications, presentations and briefings, and providing networking assistance to interested spouses.

Reporting Requirements:

The GEA contractor will work out of the FLO office and report to the Special Employment Projects Coordinator. S/he will produce weekly, monthly, quarterly and annual status reports, to be delivered electronically.

Qualifications:

The GEA must possess established contacts with multinational companies of all sizes and in a variety of fields. In addition, proven ability to interact effectively with others in one-on-one and group communications, as well as the ability to advise individuals engaged in career development activities, are critical. The successful candidate must be able to communicate effectively in written and oral communications. An established reputation for designing, delivering and evaluating employment-training programs is required. At a minimum, a basic understanding of Microsoft Word, Access, Excel and PowerPoint is essential. Finally, the GEA must qualify for a Department of State security clearance at the Secret level for the duration of the contract.

Terms and Conditions:

This is a part-time, annually renewable contract for 20-30 hours per week. The GEA will be paid the flat rate of \$50 per hour, for hours worked. Expenses that are within the established budget and are authorized prior to being incurred will be reimbursed. This contract confers no benefits.